

## **Durham Civic Center Authority Meeting Minutes**

Tuesday, June 19, 2007

8:00am

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The meeting was called to order at 8:00am with the following members present/absent:  
Present: George Stanziale, Al Bass, Patrick Byker, Rob VanDewoestine, Billy Ruffin and Angie Elkins.

Absent: (excused) Rod Abraham.

Owner's representation: Karmisha Wallace, Heidi York, Sharon DeShazo, and Sheila Huggins

Management Company present: Ken Lile

Motion of approval for May 15, 2007 minutes moved by Mr. Bass, seconded by Ms. Elkins, voted and agreed upon by all.

### **Results of actions from May meeting**

#### Actions uncompleted and unreported at June meeting

- Mr. Messinger will work with Julius Hoff, Shaner Engineer to identify and obtain one or more estimates for the most critical repairs (if possible) to the air walls. He will draft a report of his findings and communicate via email within a two to three week period.
- Mr. Messinger will obtain and communicate estimates for both the replacement of the tile in the Morgan Street entrance up to the top of the steps and replacement of just the front pieces of the steps.
- Authority members will provide input on 2006-07 management performance to Mr. VanDewoestine for incorporation into a summary for Shaner per the management agreement Article II section 2.1.1.

#### Actions uncompleted from May meeting, but for which there was a progress report

- Ms. Wallace will contact General Services to identify a certified professional with proper credentials to examine the condition of the airwalls to make a repair/replacement recommendation.
- Mr. Crutchfield and Ms. DeShazo will put together a summarized breakdown of all capital requests and communicate via email prior to the June Authority meeting. (Communication involves distribution by email prior to the July meeting.)
- The marketing group will recommend the type and location of the DCVB kiosk for the Civic Center lobby for the July Authority meeting. (Mr. Lile will choose a kiosk design for the Civic Center Plaza entrance. Ms. DeShazo is seeking advice on the payment sources via City of Durham Finance department. Currently we are looking at financing the kiosk through the Civic Center operating budget.)

#### Completed actions from May meeting

- Mr. VanDewoestine will email data generated by Yvonne Patton, former Director of Sales on business leads for the Civic Center to Sherri Blunt, Shaner Sales.

- Ms. York has informed the County Clerk the Authority voted 5-0 to approve Mr. Ruffin's membership on the board
- Ms. DeShazo notified Mr. Messinger in writing that Civic Center 2006/07 gross spending increases were executed through a budget transfer in lieu of a budget amendment.
- Ms. York and Ms. Wallace met with City and County General Services representatives on June 14 to review the Sponaugle proposal from Shaner for repair of the HVAC system. (While this meeting completed the action item, there was no conclusive result from the meeting. Skanska representatives are to meet with Sponaugle in the next week to develop the ability to explain the differences between their proposals.)
- Ms. York and Ms. Wallace completed and delivered a signed letter to Mr. Messinger and Mr. Lile based on approval by City and County managers for the items included on the 2006-07 Additional Funding Request (minus the roof repair). The Authority at the April Civic Center Authority meeting approved these items.

### **New Action Items**

- Mr. VanDewoestine will reproduce a report via Brian Conklin of General Services that breaks down what items compose the present HVAC system of which we can all understand.
- Ms. DeShazo will report on what has already been spent for work to be performed on the Civic Center within current CIP 2006/07 funding of \$1,952,500.
- Ms. DeShazo will investigate how scope changes are documented and provide feedback regarding written documentation on ADA work to be performed at the Civic Center. Ms. Huggins indicated the City Attorney's office is working on modifications involving compliance and non-compliance issues regarding ADA requirements.
- Mr. Stanziale will contact the UNC Kenan School of Business regarding participation in developing a three to five year business plan for the Civic Center. The Authority Board will use this input and the status of the Duke Business plan program to decide which school is asked to assist in developing a 3-5 year business plan for the Civic Center.
- Ms. DeShazo will provide feedback regarding Authority members remaining on the board following their term expiration until a replacement is found.
- Ms. Wallace will follow-up with Full Frame in regards to the festival and upcoming capital improvement construction to be completed on the Civic Center in the next fiscal year.

### **Meeting Details**

1. Billy Ruffin, a County appointee and newest member of the Authority was introduced and welcomed to the Authority by all.
2. Mr. Byker made a motion to request that Mr. Lile provide a progress report regarding a three-year business plan within 90 days (September). Mr. Stanziale seconded, voted, and agreed upon by all.

3. The Civic Center Authority has an obligation to report to the joint city/county committee in August on the final resolution of the HVAC, whether to repair or replace. There will also be a report on the long-term strategy for ownership of the Civic Center.
4. *Management Report:* Shaner is in process of filling director of Sales position; currently a decision is not made, but he expects closure by the end of June 2007. Sherri Blount is filling in as interim Director of Sales. The Sales Office turnover averages every two years. Mr. Lile will invite Social Catering Manager to the next meeting. Mr. Lile noted that July and August are the slowest revenue generating months for the Civic Center. The fiscal year is forecasted to end with 2.4 million in revenues and a variance of \$504,023 above expectations.
5. Ms. Elkins made a motion to suspend present ruling stated in the interlocal agreement that the Authority chair can only serve one term. Mr. VanDewostine will serve as chair for another term as seconded by Mr. Stanziale, voted, and approved by all.
6. Ms. Wallace spoke with a City of Durham attorney in regards to who will be liable if someone is hurt while operating or maintaining the Civic Center ballroom air walls. An action item would include the vendor performing an assessment of the condition of the air walls.

**Agenda for next meeting**

- Status of action items from June meeting
- Capital construction
  - Air walls
  - Tile
  - HVAC
  - Exhibit hall conversion
- Audit update